



## Online Request for Reimbursement Wizard

### Submit a request with substantiation in seconds

This handy online request form makes the claims submittal process much easier, faster, and more accurate than hand-written forms. You can upload receipts online at your convenience—*no more faxing or mailing receipts!*

FlexSystem Participants now have two easy ways to submit requests for reimbursement *along with substantiation* in one simple action: the MyTASC Request for Reimbursement Wizard and the MyTASC Mobile App (for Apple and Android devices). Either way, it takes only a minute to submit a complete claim from start to finish.

Hundreds of thousands of Participants are enjoying the convenience and ease of online reimbursement requests! With the click of a button the request for reimbursement is instantly in our hands for processing; no need to wonder if a faxed form reached us or not.

This innovative tool makes it easier than ever to manage your claims.

#### To submit substantiation for an existing claim

You can submit substantiation for previously submitted claims by clicking Upload Receipt next to the Submitted RFR in the Account Management, Reimbursements section in MyTASC.

#### To submit a new claim

1. **Log in to your MyTASC account** ([www.tasconline.com](http://www.tasconline.com)) and click Request for Reimbursement Wizard.
2. **Add New Request:** Enter Service Type, Service Date, Service Description, and Amount Paid.
3. **Upload Receipts:** Upload a file (up to 5 MB) in a JPG, PNG, TIFF, or PDF format. Click Choose File, locate the file to upload, then click Attach File.
4. **Submit Request:** Check the agreement box next to the disclaimer and click Submit.
5. **Submitted Requests:** A record of the request(s) submitted in this session will appear at the bottom of the page.
6. **Your reimbursement will be back in your hands within 24-48 hours!**

